

2012 – 2013 UNIVERSITY OF MINNESOTA

NOVEMBER 29, 2012

**CIVIL SERVICE CONSULTATIVE COMMITTEE
&
CIVIL SERVICE SENATE MINUTES: No. 1**

[In these minutes: Chair Report, Chair-Elect Report, Civil Service Subcommittee Reports, Subcommittee Goals and Progress, Letter from Vickie Courtney re: Transition to a Consultative Committee and Senate Budget Subcommittee Guidelines, Human Resources Update, Issues for Civil Service Employees]

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions or actions reported in these minutes represent the views of, nor are they binding on, the Senate or Assembly, the Administration or the Board of Regents.]

I). Amy Olson called the meeting to order and welcomed those present. She noted that today's meeting will be a combined Civil Service Consultative Committee (CSCC) meeting and a Civil Service (CS) Senate meeting given that the October 17 CS Senate meeting had to be cancelled.

II). Ms. Olson called for approval of the November 29, 2012 agenda. Members unanimously approved the agenda.

III). Next, Ms. Olson provided members with a chair's report and noted the following:

- The CSCC met with President Kaler and Vice President of Human Resources Kathryn Brown on October 25th. The committee discussed a number of issues with them including, but not limited to:
 - Expanding the Regents Scholarship Program to give CS employees an opportunity to earn advanced degrees. [The administration was not in favor of this proposal.]
 - Requesting the administration to consider offering another Retirement Incentive Option (RIO). President Kaler indicated that there were no plans to offer another RIO.
 - Revisiting aspects of the University's Family and Medical Leave policy - <http://www.policy.umn.edu/Policies/hr/Leaves/FMLA.html>.
- Ms. Olson reported that she attended both the October Student Senate and P&A Senate meetings and gave a CSCC update. One of the issues the P&A Senate is interested in is how the administration plans to handle the next 27 pay-period event, which, fortunately, is still several years away. The big issues for the Student Senate this year have been medical amnesty and sustainability.
- Ms. Olson noted that she met with Mary Luther, director, Compensation and Classification, and discussed one of the projects that Human Resources has

undertaken, which is to organize and consolidate duplicative policies, e.g., the in-range salary adjustment policy for CS employees.

IV). Moving on, Tom Sondreal, chair-elect, gave his report. Mr. Sondreal began by briefly talking about his experience with the job family classification appeals process. He noted that he is currently in the midst of his second appeal, and volunteered to keep the group updated on the outcome of that appeal.

Other information highlighted included:

- Mr. Sondreal is working with Ms. Olson on updating and preparing to send out a survey to CS employees shortly after the first of the year. The purpose of the survey will be to identify issues of concern for CS employees and to see if the issues that were identified in the last survey are still a concern or whether they have been resolved.
- A 2008 report, Retaining and Attracting Talent: The Future of U of M Employees, remains relevant. Senators were encouraged to read the report:
www.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_90797.pdf
- 31k - 2008-04-01

V). Next, Terri Wallace, co-chair, Compensation & Benefits Subcommittee, provided her report and highlighted the following:

- The Compensation & Benefits Subcommittee will meet the second Thursday of each month in #300 Morrill Hall.
- Ms. Wallace will be talking with Karen Lovro, co-chair, Compensation & Benefits Subcommittee, to talk about the issues the subcommittee will focus on this year. Ms. Olson noted that Ms. Lovro has served on the Compensation & Benefits Subcommittee for a number of years.

VI). Ms. Olson noted that Carolyn Davidson, chair, Staff Development Subcommittee, was unable to attend today's meeting, but provided a written report. Highlights from the written report included:

- The subcommittee met on October 25th and talked about the next steps for offering StrengthsFinder again this academic year.
- The subcommittee reviewed the Google Doc from last year and identified areas where changes needed to be made in the procedures.
- The subcommittee contacted the Office of Human Resources and requested a facilitator be appointed for the group meetings.
- The subcommittee discussed how it planned to go about identifying eligible staff to take the StrengthsFinder assessment.

VII). Moving on, Carol Nielsen, co-chair, Advocacy Subcommittee, shared information on what the Advocacy Subcommittee has been working on and noted the following:

- Susan Cable Morrison and Carol Nielsen met and discussed the subcommittee's charge, possible name changes, and the subcommittee's meeting schedule for the year.

- A constituent contacted Ms. Cable Morrison about his/her department reducing his/her appointment to 75% time and wanted to know about lay-off and bumping rights.

Ms. Olson asked for a show of hands to find out who is interested in taking the JEQ training. The following people volunteered:

- Brent Engebretson
- Lonetta Hanson
- Tom Sondreal
- Chris Stevens

Ms. Olson added that she will also send out an email to solicit other volunteers for the training.

VIII). Ms. Olson went on to provide the Communications Subcommittee report highlighting the following:

- Subcommittee members are still needed to serve on the Communications Subcommittee. Please contact Ms. Olson for more information or to volunteer.
- The subcommittee plans to include in an upcoming edition of the e-InTouch a brief, informal survey. As noted earlier by Mr. Sondreal, the purpose of the survey will be to identify issues of concern for CS employees and to see if the issues that were identified in the last survey are still a concern or whether they have been resolved.

IX). Bill O'Neill provided the Employment Rules Subcommittee report and noted the following:

- Additional subcommittee members are needed to serve on the Employment Rules Subcommittee. Interested senators should contact Mr. O'Neill for more information or to volunteer.
- A yearly meeting calendar is in the process of being set up.
- Not a lot of employment rules issues questions have been reported. Anyone who knows of CS employees with issues should encourage them to contact the Employment Rules Subcommittee for assistance.

Ms. Olson added that the Employment Rules Subcommittee will continue to work on the family leave issue in conjunction with the Compensation and Benefits Subcommittee. Ms. Lori Nicol has volunteered to act as a consultant to the subcommittee given her extensive knowledge of the CS employment rules.

X). Adam Hauge, chair, Legislative Network Subcommittee, provided his report and highlighted the following:

- The subcommittee met on November 16, 2012 and reviewed what the subcommittee did last year.
- The three-year goal of the subcommittee is to successfully brand CS employees to the Minnesota legislature and include it as part of the University's overall message to the legislature. Research will need to be done in order to create a

clear, concise message about the important role CS employees play at the University. Once the message has been drafted, the Legislative Network Subcommittee will work in conjunction with the Communications Subcommittee to get the message out. In addition, once the message has been drafted the Legislative Network Subcommittee will be working with Government and Community Relations to include it in their legislative communication materials.

Ms. Olson stated that she plans to ask the Alumni Association why CS employees are not as involved in legislative-related activities similar to AFSCME and students. For example, why don't CS employees get bused to the capitol like these other groups?

XI). Next, Ms. Olson reviewed the goals that had been set for the CS subcommittees.

- Compensation and Benefits: Put a process in place for resolving seniority issues. Ms. Olson reported that progress has been made and noted that a seniority primer has been created to help employees understand the seniority process - <http://www1.umn.edu/ohr/er/csseniorityunits/index.html> (the link to the primer is in the box on the right side of the same page).
- Communications: Send out a follow-up survey. Ms. Olson stated that this will be done early in 2013.
- Staff Development: Work with OHR to develop staff development policies. Ms. Olson noted that progress is being made on identifying the difference between staff development and training.
- Employment Rules: Continues to deal with issues as they arise.
- Legislative Network: Continues to work on identifying ways to involve and engage CS employees in legislative activities and getting the CS message out.

X). Ms. Olson reported that Vickie Courtney, director, Senate Office, provided the CSCC with a written explanation regarding the CSCC's transition from a committee to a Senate consultative committee as well as shared the Senate Budget Subcommittee Guidelines. If the subcommittee continues to have budget-related questions, Ms. Courtney can be invited to a future meeting to answer questions. In Ms. Olson's opinion, the CSCC budget remains vague. In Ms. Courtney's written letter, stated Ms. Olson, it was confirmed that the CSCC has \$2,000 at its disposal for staff development.

XI). Ms. Olson welcomed Patti Dion, director, Employee Relations, and the CS liaison (replacing Susan Rafferty) to the CSCC and asked her to provide information on what is happening in OHR. Ms. Dion highlighted the following:

- OHR has hired a new payroll director, Heather Kidd. Ms. Kidd will be responsible for overseeing payroll issues.
- OHR has also hired a new communications director, Susan Diekman. OHR is re-evaluating its communications unit to determine where it wants to focus its efforts and how to improve on its communication with the University community.
- Discussions about P&A and CS differences and similarities related to their terms and conditions of employment were put on hold to focus on the Enterprise System Upgrade Program (ESUP). Hopefully, within the next year, OHR will have a

better idea of when it will be able to once again devote resources to work on the job family classification tool.

- Several months ago, President Kaler asked the University's operations units (communications, finance, IT, and human resources) to create a document to clarify what work is being done departmentally versus centrally. Monthly meetings are being held to clarify roles and responsibilities and to identify issues that must be resolved.

At the conclusion of her update, Ms. Dion solicited questions from members. Questions and comments included:

- Is there a way to change the CS rules as it relates to parental leave? Ms. Dion stated that it is possible to have a conversation about changing the parental leave policy. Having said that, parental leave is an excellent example of the complexities surrounding the differences in benefits for P&A and CS employees, e.g., vacation benefits, sick benefits. Having a conversation about changing the parental leave language will need to be a broad conversation. The differences in the terms and conditions of employment for each employee group were written years ago when the lines were more clear between what constituted P&A work versus CS work. Over the years, these lines have become more blurred, especially at certain levels.
- At what level does the federal FMLA rules regarding parental leave override what the University is able to do with its parental leave benefits? Ms. Dion stated that the federal FMLA guides what the University offers in terms of family leave.
- Please provide clarification on the Vacation Donation Program, e.g., can a person donate to a particular person or do donations just go into a pool? Ms. Dion stated that employees do not donate into a pool, but rather to a particular employee. In response, it was noted that this is not what happens at Duluth. Ms. Dion stated that she will follow-up with the Human Resources staff in Duluth to learn what processes they have set up, and will work with them to ensure consistency across all the campuses.
- Is Human Resources (HR) working on a new Job Evaluation Questionnaire (JEQ) process? Ms. Dion stated that HR in the very early stages of looking into a new job classification tool. While this is on the HR work plan, no specific timeline has been established for completing this project.
- Will the JEQ project be synched to the Human Resources Management System (HRMS) upgrade project that is underway? Ms. Dion stated that she did not know, but, in her opinion, it seems unlikely the JEQ project can be done within the timeframe of the HRMS upgrade.
- Is there a more objective JEQ tool that can be developed or purchased in the marketplace than the one the University is currently using? There will almost always be some level of subjectivity in any reclassification, noted Ms. Dion. Having said that, the goal will be to find a tool that reduces the level of subjectivity that goes into a reclassification.
- When will the job family study be completed? Ms. Dion stated that she does not know. The initial job family study was anticipated to take approximately three years; however, due to the need to reallocate resources to the HRMS upgrade, it is

uncertain when there will be resources available to work on the job family study again.

- A formal request was made that Ms. Dion or her designee report back at the February 20 CS Senate meeting on the University's Vacation Donation Program, particularly as it relates to how the Duluth campus handles this program. Ms. Dion stated that she will report back at the February Senate meeting.
- The current JEQ process was put in place for good reasons, some of which, however, are hard to understand today. While the process is labor-intensive, it has served a purpose. If the University goes with a simpler, less complex tool that it is currently using, it may lose its ability to actually compare jobs. Ms. Dion stated that she appreciates the observations about the existing JEQ process.

Ms. Olson thanked Ms. Dion for her update.

XII). Ms. Olson facilitated a brief discussion with senators asking them about what they are hearing as issues for CS employees. For example, are CS employees better off now than a couple years ago, and, if not, what issues are they concerned about? A member suggested that senators review the results of the 2012 Pulse Survey once they become available to see what issues were raised. In the meantime, senators can review the results of the 2010 survey, which are online at <http://www1.umn.edu/ohr/er/pulse/>. Senators were also reminded and encouraged to review the 2008 report, Retaining and Attracting Talent: The Future of U of M Employees that Chair-Elect Sondreal mentioned earlier - www.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_90797.pdf - 31k - 2008-04-01.

Ms. Olson voiced concern over how jobs are being classified, e.g., P&A versus Civil Service. According to Ms. Olson, employees doing similar work should be classified the same, paid similarly and receive the same benefits.

A member asked that the JEQ weighting system chart be put back online so people understand how each of the different areas being evaluated in the JEQ, e.g., knowledge, physical effort, judgment, supervision, etc. are weighted. Ms. Dion agreed to look into this, and would make sure it is available online.

Before the meeting was adjourned, Mr. O'Neill made a point of thanking Ms. Dion for taking the time to meet with the CS Senate today. He also suggested that senators start thinking about what can be done to engage CS employees around the issues affecting them and to make the employee group more visible to the administration.

XIII). Hearing no further business, Ms. Olson adjourned the meeting.

Renee Dempsey
University Senate